



# Role Profile

Licensing Enforcement Officer – Civic Government Licensing			
Reference No.	I402.01	Type	Individual
Service	Legal Services		
Job Family	Para Professional	Grade	FC7

Purpose
To monitor compliance with the licensing systems established under the Civic Government (Scotland) Act 1982 and other licensing legislation. Identifying activities which require to be licensed and to assist in the general administration of the licensing system.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Providing information and guidance on the Civic Government (Scotland) Act 1982 to all interested parties which include the public, licence holders and trade organisations, Local Authority Services, Fire, Police and NHS, etc.	<p>Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent</p> <p>Demonstrable knowledge and understanding of Licensing and Enforcement Regulations</p> <p>Experience of working in and with large organisations</p> <p>Experience of dealing with the public, councillors, MSPs, lawyers, trade association</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Carrying out, out of hours during performance visits of licensed premises. Liaising with, and developing strong, effective working relationships with Licence holders, Police, the local community and	Experience of working with a range of diverse partners and organisations to achieve agreed goals (Focus on Customers – See How We Work Matters Framework))	✓	

E = Essential Criteria    D = Desirable Criteria

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other stakeholders, as appropriate.			
Preparing and delivering appropriate promotional material suitable for specific audiences to generally raise awareness of the Licensing Enforcement Officer's role and the service provided.	The ability to travel to all areas of Fife  Current driving licence  Driver assessment qualification / experience	✓   	✓  ✓
Investigating and gathering information and corroborated evidence from various sources regarding complaints and breaches of Licence conditions. Making judgements on the best way to resolve issues including initiating a hearing or variation/suspension of the licence at the Committee.	Experience of working to deadlines (Deliver results)  Knowledge of Licence Conditions  Experience of working in an investigative / front line enforcement role in Licensing or similar regulatory environment	✓  ✓  ✓	
Organising, structuring and running joint, face to face dispute resolution sessions.	Conflict Management skills  Mediation skills	✓  	✓
Carrying out a range of administrative duties to ensure functions are effectively discharged, including the preparation of statistics and the keeping of records using a range of corporate systems.	IT skills being a competent user of all Microsoft packages (Embrace technology and information)  Administrative skills, including record keeping	✓  ✓	
Interpreting, preparing and presenting reports, both orally and in writing, to various bodies including the Regulation & Licensing Committee, Local Authority and Scottish Government.			
Interpreting, auditing and playing an active part in formulating strategies, policies and procedures relating to compliance with the	Experience and knowledge of civic government matters	✓	

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Civic Government (Scotland) Act 1982.	Experience and ability to advise others on policies and procedures (Take ownership)	✓	
Attending meetings of the Regulation & Licensing Committee and other meetings associated with licensing matters.	Experience of co-ordinating the work of colleagues or partner agencies to achieve required outcomes (Work together)	✓	
Organising workloads to ensure that all response standards and targets set, either internally or externally, are met.	Ability to work as part of a team or on own initiative	✓	
Monitoring local Taxis and Private Hire Trade to ensure compliance with licence conditions, public safety, road safety and statutory requirements.	Knowledge of Taxi/hackney carriage, licencing, Licencing Act, Disability Discrimination Act 2005 and Equality Act 2010	✓	
Reporting as necessary unlicensed activities to Police and the Procurator Fiscal and attend court as a witness when required.	Experience of carrying out interviews under caution and the preparation of prosecution files	✓	
Participating when requested on joint exercises with other services or partnership agencies in respect of licensing matters.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>